



Department of Building and Development  
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Phone (703) 777-0220 Fax (703) 771-5522

## APPLICATION FOR TEMPORARY SPECIAL EVENTS ZONING PERMIT

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### Section 5-500 of the 1993 Zoning Ordinance

**Special Event:** A temporary commercial or festive activity or promotion at a specific location that is open to the public and is planned or reasonably expected to attract large assemblies of persons. Special events include, but are not limited to, carnivals, festivals, circuses, music fairs or concerts, tent revivals, art shows, crafts shows, rodeos, corn mazes, civil war reenactments, equestrian shows, firework displays and events, or similar events open to the public. In addition, a private party held at a Banquet/Event Facility (including Hotel, Conference Center, Restaurant, Bed and Breakfast, Country Inn, Rural Retreat or Rural Resort or similar facility) shall not be deemed a special event. A private party which is held at a location other than the foregoing or held on property other than property which is occupied by the host, shall be deemed a special event. "Special event" does not include temporary or seasonal retail sales of goods, products, or services, such as temporary sales of Christmas trees, farm produce, fireworks, and other similar seasonal goods.

### Temporary Uses/Zoning Permits.

**Permitted Locations.** Special events shall be permitted only when proposed to be held, in whole or in part, on any of the following properties, or a combination thereof:

- (a) Public or private property within one or more of the Rural and Transition Residential Zoning Districts;
- (b) Nonresidential private property within one or more of the Suburban Zoning Districts or Planned Development (PD) Zoning Districts; or
- (c) Residential private property within any Suburban Zoning Districts or within a Planned Development (PD) Zoning District that contains a total gross acreage of at least two (2) acres.

**Minimum Standards and Criteria for Review.** The Zoning Administrator shall approve a temporary zoning permit application for a special event if it meets all of the following standards and criteria:

- (a) The proposed event shall be located, operated, and maintained in a manner consistent with the provisions of this Ordinance.
- (b) The particular location requested can reasonably accommodate the proposed temporary event, given the proposed use's nature, size, and duration.
- (c) The operation of the requested event at the location proposed and within the time period specified shall not create significant adverse impacts, including but not limited to environmental, visual, glare, traffic, noise, or odor impacts, on adjacent properties, or improvements on adjacent properties, or in the surrounding area.
- (d) The proposed event shall not create an unreasonable risk of:
  - (i) Significant damage to public or private property, beyond normal wear and tear;
  - (ii) Injury to persons;
  - (iii) Public or private disturbances or nuisances;
  - (iv) Unsafe impediments or distractions to, or congestion of, vehicular or pedestrian travel; or
  - (v) Additional police, fire, trash removal, maintenance, or other public services demands, unless substantially mitigated by the applicant or operator.
- (e) The time and location requested for the proposed special event shall not be already permitted or reserved for other activities.
- (f) Permanent alterations to the site are prohibited, unless the Zoning Administrator specifically approves the alteration so that the permit applicant can comply with this subsection 5-500(C).
- (g) Permanent signs are prohibited. All temporary signs approved under Section 5-1200 of this Ordinance and that are associated with the event use shall be removed when the special event ends.
- (h) Special events shall not violate any applicable conditions of approval that apply to the principal use on the site.
- (i) The applicant or operator has received or complies with any other required permits, such as health department permits, or other federal, state, or county regulations.

**Authority for Reasonable Conditions of Approval.** The Zoning Administrator may impose reasonable conditions necessary to assure compliance with the standards in this subsection, to ensure that operation and maintenance of the special event mitigate potential adverse impacts on existing uses on adjoining properties and in the surrounding area, and to protect the public health, safety and general welfare. Conditions may address, but are not limited to, provisions for adequate parking, storage, and lighting; provisions for security, traffic safety, fire and life safety; conditions limiting hours of operation; provision for adequate sewage disposal; and any other health and safety concerns the Zoning Administrator may deem necessary to comply with the standards in Section 5-500 (C)(6), above. In addition, the Zoning Administrator may require the posting of a bond to ensure timely removal of structures and materials and restoration of the area.

**Term of Approval/Permit.** All temporary permits shall be applied for at least thirty (30) days in advance of the event or function. A temporary zoning permit for a special event authorized pursuant to this subsection shall be limited to a maximum duration of fourteen (14) days, unless otherwise specifically authorized or extended by the Zoning Administrator. A permittee may request an extension of the approval term in writing before the expiration of the original approval term and the Zoning Administrator may approve an extension upon a finding that the special event has substantially complied with all conditions of the original approval, and that the extension will not create substantial adverse impacts on adjacent properties. All structures and materials related to the special event shall be removed within the approval time period or as such period may be extended.

**Maximum Number of Non-exempt Special Events per Property.** Within any single calendar year, the same property may host no more than ten (10) special events pursuant to this subsection. The temporary use permits for these special events may be reviewed and approved concurrently. A minimum of 14 days shall lapse between special events on any one property, or the subsequent special event shall be a minimum of two thousand (2,000) feet from the location of the previous event.

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DESCRIPTION OF USE

\_\_\_\_\_  
ADDRESS OF PROPERTY

\_\_\_\_\_  
ZONING DISTRICT

\_\_\_\_\_  
CITY, STATE

\_\_\_\_\_  
TAX MAP AND PARCEL NUMBER/ MCPI NUMBER

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
OWNER'S TELEPHONE NUMBER

\_\_\_\_\_  
APPLICANT'S NAME

\_\_\_\_\_  
APPLICANT'S EMAIL ADDRESS

\_\_\_\_\_  
APPLICANT'S TELEPHONE

**I, THE PROPERTY OWNER, HEREBY CERTIFY THAT I HAVE READ THE ABOVE AND AGREE TO COMPLY WITH THE ABOVE STANDARDS AND WITH ANY ADDITIONAL CONDITIONS IMPOSED BY THE ZONING ADMINISTRATOR.**

YES NO

ADDITIONAL CONDITIONS

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ZONING ADMINISTRATOR OR DESIGNEE

PERMIT GRANTED

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE OF ISSUANCE / PERMIT NUMBER